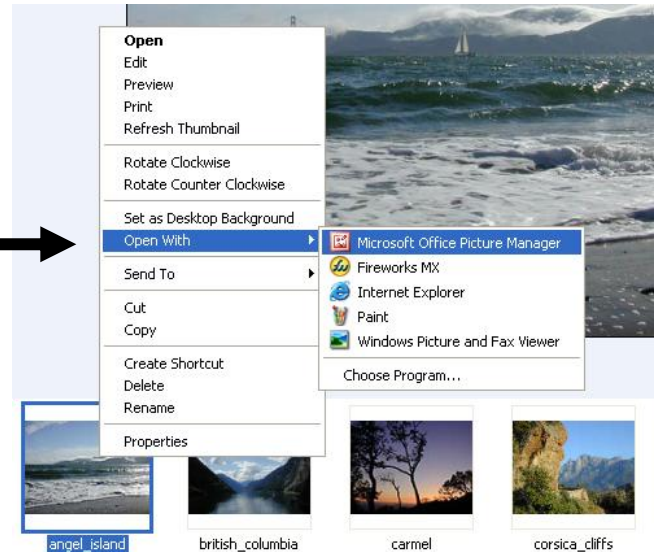
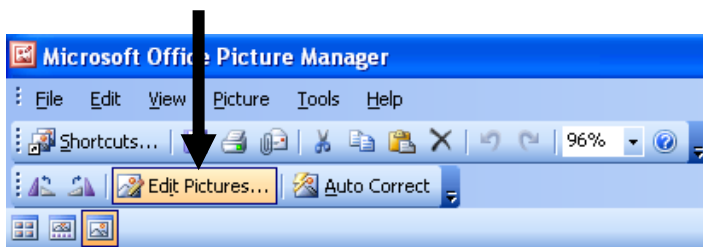


## Web Training – Day 2 (1 hour session)

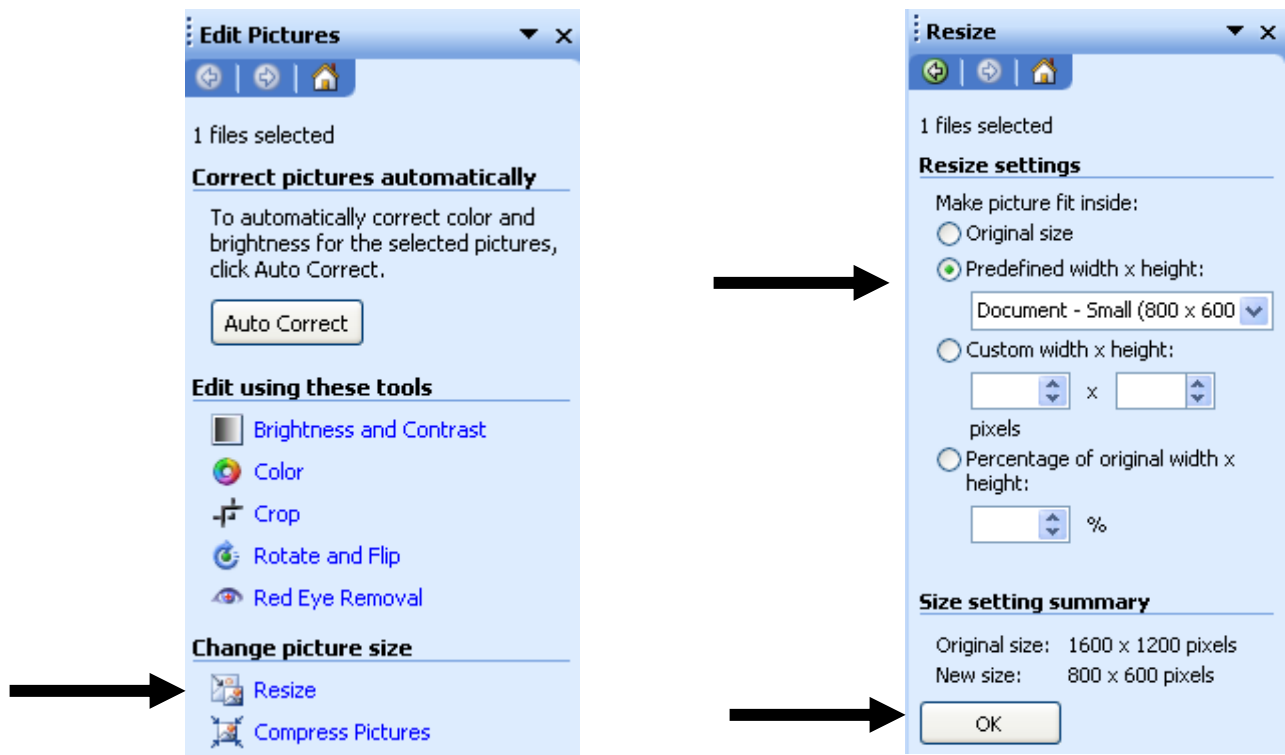
Open the folder that contains your photos.

Right-click on your photo and select  
Open With ► Microsoft Office Picture Manager.

Click on Edit Pictures.



Select Resize, Predefined width x height, Document – Small (800 x 600), Okay.



Select File, Save As, Type File Name, and Save. Your photo is now ready to be uploaded into your Photo Gallery.